

Total Workforce Management Services (TWMS) Quick User Guide

*Creating Employee
Associations*

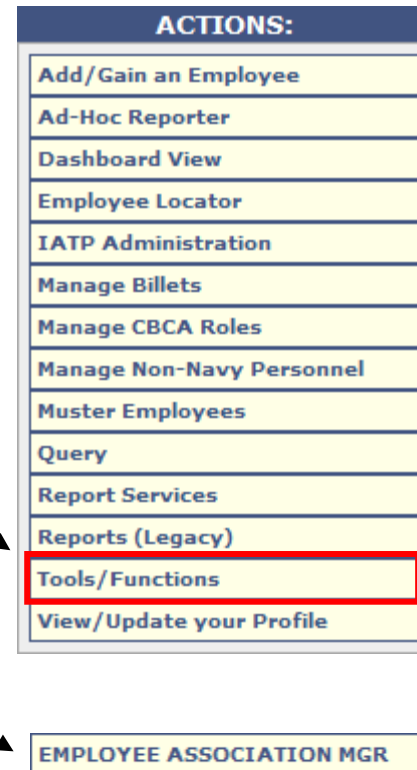


Accessing Employee Associations

TWMS allows you to associate employees to a UIC you have access to without needing to change their official record. Associating employees can be useful to link billets for dual-hatted employees.

To access the Employee Association module in TWMS*:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.
2. From the Tools/Functions display choose the **Employee Association Mgr** button.
**You must have the appropriate permissions to associate employees.*



Accessing Employee Associations

The Employee Association module will open in a new window. The layout is similar to the Workforce Manager module that you are already familiar with. Employees already associated to UICs that you have access to will display here.

Search/Sort

You can search for existing associations by entering a Last Name, First Name, or Associated UIC and then clicking the **Search** button. Only those employees matching your entries will display.

NAME	RECORD TYPE	EDIPI	ASSOCIATION DATE	ASSOCIATED UIC	ASSOCIATED ORG	ASSOCIATED BIN	ACTION
CAYCE, EDGAR	CIVILIAN-APF	1036969730	12/16/2010	61065	N4		Modify Delete
SWIFT, ROB	CIVILIAN-APF	1231439958	12/16/2010	61065	N4		Modify Delete
WEYMOUTH, TINA	CONTRACTOR	1255478423	12/3/2010	00245	N00		Modify Delete
BRANHAM, MICHAEL	CIVILIAN-APF	1231439958	12/16/2010	61065	N4		Modify Delete

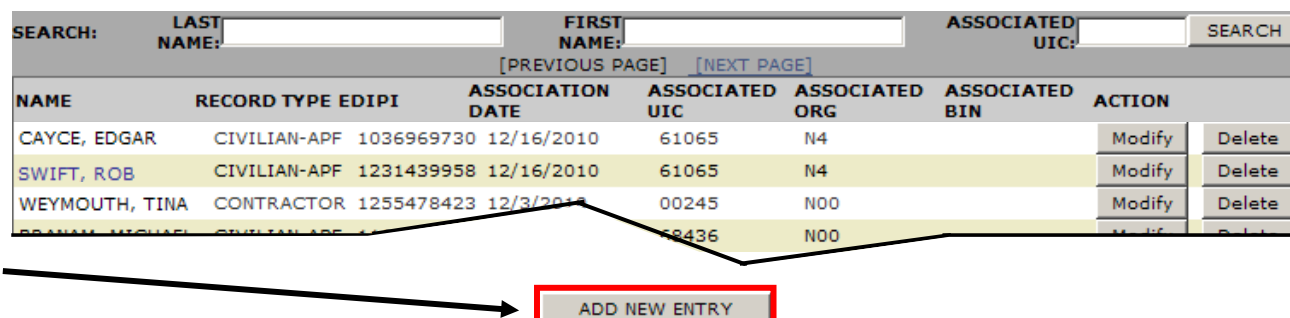
ADD NEW ENTRY

Adding Employee Associations

TWMS allows you to easily add entries in the Employee Association module. These employees will not appear in your Workforce Management area of TWMS and will not be included in your employee counts. Except for the two “Manpower AMD PERS” reports they will not appear on any other reports or queries that you will generate or build.

To add a new entry:

1. Click the **Add New Entry** button.



The screenshot shows a table with columns: NAME, RECORD TYPE, EDIPI, ASSOCIATION DATE, ASSOCIATED UIC, ASSOCIATED ORG, ASSOCIATED BIN, and ACTION. The table contains three rows of data. Below the table, there is a button labeled "ADD NEW ENTRY" which is highlighted with a red box. An arrow points from the text "Click the Add New Entry button." to this button.

NAME	RECORD TYPE	EDIPI	ASSOCIATION DATE	ASSOCIATED UIC	ASSOCIATED ORG	ASSOCIATED BIN	ACTION
CAYCE, EDGAR	CIVILIAN-APF	1036969730	12/16/2010	61065	N4		Modify Delete
SWIFT, ROB	CIVILIAN-APF	1231439958	12/16/2010	61065	N4		Modify Delete
WEYMOUTH, TINA	CONTRACTOR	1255478423	12/3/2010	00245	N00		Modify Delete

2. Enter the last name or the employee's EDIPI# and then click **Search**.



The screenshot shows a search form with fields for Last Name, First Name, OR, and Employee EDIPI #. The "Last Name" field contains the text "germanicus". To the right of the fields is a button labeled "Search" which is highlighted with a red box. An arrow points from the text "Enter the last name or the employee's EDIPI# and then click Search." to this button.

Last Name	First Name	OR	Employee EDIPI #	Search
germanicus				

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Adding Employee Associations

3. Click the link of the employee you want to associate.

Enter the last name of the employee or the employee's EDIPI# then click the "Search" button. If entering the last name you may also also enter the first name, if known.

Last Name	First Name	OR	Employee EDIPI #	
germanicus				Search

Name	Major Claimancy	Command	Employee Type	Employee Status
GERMANICUS, GAIUS CAESAR AUGUSTUS	NV99 - APPCOM-DEMO	DEMO1- COMMANDER, NAVY APPLICATION DEMO COMMAND	CIVILIAN-APF	Active - On Board
<u>GERMANICUS, TIBERIUS C</u>	NV99 - APPCOM-DEMO	DEMO1- COMMANDER, NAVY APPLICATION DEMO COMMAND	CONTRACTOR	Active - On Board

BACK

4. From the new Employee Profile window, click the **Select** button to enter the associated UIC for this employee.

Note: You must enter information for both the Associated UIC and Associated Org Code. Associating a billet is optional but can also be entered here.

EMPLOYEE PROFILE			
NAME:	GERMANICUS, TIBERIUS CLAUDIUS	EMPLOYEE TYPE:	CONTRACTOR
OFFICIAL COMMAND:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND	CURRENT ASSIGNMENT:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND
OFFICIAL ORG CODE:	N7	CURRENT ORG CODE:	N72
LOCATION:		BUILDING:	318
EMAIL ADDRESS:	tiberius.germanicus.999@navy.mil	WORK PHONE:	(619)555-1212
DSN PHONE:		SECURE PHONE:	
SUPERVISOR:	MORENO, CRAIG A	EMPLOYEE STATUS:	Active - On Board
ASSOCIATED UIC:	<input type="text"/>	Select Clear	ASSOCIATED ORG CODE: <input type="text"/>
ASSOCIATED BILLET:	<input type="text"/> Associate Clear		

New Search

Associate Employee/Member to Command

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Adding Employee Associations

5. If necessary, search for the associated UIC by entering the UIC or Command Name.

The screenshot shows a search interface with a 'Search:' header. Below it are two input fields: 'UIC' and 'Command Name'. To the right of these fields are 'Search' and 'Cancel' buttons. Below the input fields is a table with two columns: 'UIC' and 'Command Name'. The table contains a list of commands, each preceded by a 'Select' link. The 'Select' link for 'DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND #2' is highlighted with a red box. An arrow points from step 5 to the search interface.

UIC	Command Name
00052	CDR NAVY INSTALLATIONS COMMAND
00246	NAVAL BASE CORONADO
00950	NCTAMS PAC WAHIAWA HI
3049B	COMNAVREG EURAFSWA NAPLES
30588	NCTAMS PAC DCS WAHIAWA HI
35177	NCTAMSPAC COCOM DET
39133	MAKALAPA TCF PEARL HARBOR HI
39255	TSCOMM DET KANEHOE HI
40132	NIOC HAWAII/PRNOC
42233	USCINCPAC CMD CTR COMM SUPP
45627	NAVAIRTERM NORFOLK DET OCEANA
47701	GCSS SUPPORT DEPT
61054	COMFLTACT YOKOSUKA JA
66001	SPAWARSSYSCEN PACIFIC
DEMO2	DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND #2
KTR52	CDR NAVY INSTALLATIONS COMMAND UNASSIGNED CONTRACTORS

6. Click the **Select** link once it is displayed.

7. Enter the Associated Org Code.

8. Click the **Associate Employee/Member to Command** button.

The screenshot shows the 'EMPLOYEE PROFILE' form. The form has several fields: NAME, OFFICIAL COMMAND, OFFICIAL ORG CODE, LOCATION, EMAIL ADDRESS, DSN PHONE, SUPERVISOR, ASSOCIATED UIC, ASSOCIATED ORG CODE, and ASSOCIATED BULLET. The 'ASSOCIATED UIC' field is highlighted with a red box. Below the 'ASSOCIATED UIC' field is a button labeled 'Associate Employee/Member to Command'. An arrow points from step 8 to this button. The 'ASSOCIATED ORG CODE' field is also highlighted with a red box.

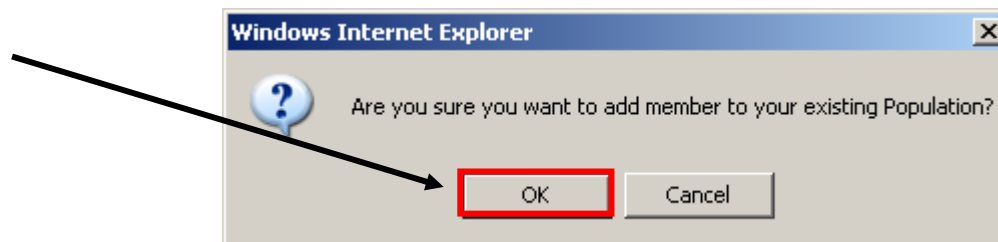
EMPLOYEE PROFILE			
NAME:	GERMANICUS, TIBERIUS CLAUDIUS	EMPLOYEE TYPE:	CONTRACTOR
OFFICIAL COMMAND:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND	CURRENT ASSIGNMENT:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND
OFFICIAL ORG CODE:	N7	CURRENT ORG CODE:	N72
LOCATION:		BUILDING:	318
EMAIL ADDRESS:	tiberius.germanicus.999@navy.mil	WORK PHONE:	(619)555-1212
DSN PHONE:		SECURE PHONE:	
SUPERVISOR:	MORENO, CRAIG A	EMPLOYEE STATUS:	Active - On Board
ASSOCIATED UIC:	DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND	ASSOCIATED ORG CODE:	N001
ASSOCIATED BULLET:			

New Search Associate Employee/Member to Command

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Adding Employee Associations

9. Click OK.



The associated employee will now appear in your listing.

SEARCH: LAST NAME:		FIRST NAME:		ASSOCIATED UIC:		SEARCH	
NAME	RECORD TYPE	EDIPI	ASSOCIATION DATE	ASSOCIATED UIC	ASSOCIATED ORG	ASSOCIATED BIN	ACTION
CAYCE, EDGAR	CIVILIAN-APF	1036969730	12/16/2010	61065	N4		Modify Delete
GERMANICUS, TIBERIUS	CONTRACTOR		12/23/2010	DEMO2	N00I		Modify Delete
SWIFT, ROB	CIVILIAN-APF	1231439958	12/16/2010	61065	N4		Modify Delete
WEYMOUTH, TINA	CONTRACTOR	1255478428		00245	N00		Modify Delete

ADD NEW ENTRY

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Modifying Employee Associations

You can easily modify information related to the UIC, Org Code, or billet of an associated employee .

To modify information about an associated employee:

1. Click the **Modify** button of the employee you want to change information for.
2. Enter or select the updated information in the available fields.
3. Click the **Update Associated Member** button.

SEARCH:	LAST NAME: <input type="text"/>		FIRST NAME: <input type="text"/>		ASSOCIATED UIC: <input type="text"/>		SEARCH <input type="button" value="SEARCH"/>	
[PREVIOUS PAGE] [NEXT PAGE]								
NAME	RECORD TYPE	EDIPI	ASSOCIATION DATE	ASSOCIATED UIC	ASSOCIATED ORG	ASSOCIATED BIN	ACTION	
CAYCE, EDGAR	CIVILIAN-APF	1036969730	12/16/2010	61065	N4		<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
GERMANICUS, TIBERIUS	CONTRACTOR		12/23/2010	DEMO2	N001		<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
SWIFT, ROB	CIVILIAN-APF	1231439958	12/16/2010	61065	N4		<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
WEYMOUTH, THIA	CONTRACTOR	1255478425		00245	N00		<input type="button" value="Modify"/>	<input type="button" value="Delete"/>

EMPLOYEE PROFILE				
NAME:	GERMANICUS, TIBERIUS CLAUDIUS		EMPLOYEE TYPE:	CONTRACTOR
OFFICIAL COMMAND:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND		CURRENT ASSIGNMENT:	DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND
OFFICIAL ORG CODE:	N7		CURRENT ORG CODE:	N71
LOCATION:			BUILDING:	318
EMAIL ADDRESS:	tiberius.germanicus.999@navy.mil		WORK PHONE:	(619)555-1212
DSN PHONE:			SECURE PHONE:	
SUPERVISOR:	MORENO, CRAIG A		EMPLOYEE STATUS:	Active - On Board
ASSOCIATED UIC:	DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND <input type="button" value="Select"/> <input type="button" value="Clear"/>		ASSOCIATED ORG CODE:	N001 <input type="button" value="Select"/> <input type="button" value="Clear"/>
ASSOCIATED BILLET:	<input type="text"/> <input type="button" value="Associate"/> <input type="button" value="Clear"/>			
<input type="button" value="New Search"/> <input type="button" value="Update Associated Member"/>				

Deleting Employee Associations

You can also delete an employee when they are no longer required to be associated to a UIC.

To delete an employee association:

1. Click the **Delete** button of the employee you would like to remove.

SEARCH:	LAST NAME:	FIRST NAME:		ASSOCIATED UIC:		SEARCH		
[PREVIOUS PAGE] [NEXT PAGE]								
NAME	RECORD TYPE	EDIPI	ASSOCIATION DATE	ASSOCIATED UIC	ASSOCIATED ORG	ASSOCIATED BIN	ACTION	
CAYCE, EDGAR	CIVILIAN-APF	1036969730	12/16/2010	61065	N4		Modify	Delete
GERMANICUS, TIBERIUS	CONTRACTOR		12/23/2010	DEMO2	N00I		Modify	Delete
SWIFT, ROB	CIVILIAN-APF	1231439958	12/16/2010	61065	N4		Modify	Delete
WEYMOUTH, TINA	CONTRACTOR	1255478423		00245	N00		Modify	Delete
ADD NEW ENTRY								

SEARCH:	LAST NAME:	FIRST NAME:			ASSOCIATED UIC:		SEARCH	
[PREVIOUS PAGE] [NEXT PAGE]								
NAME	RECORD TYPE	EDIPI	ASSOCIATION DATE	ASSOCIATED UIC	ASSOCIATED ORG	ASSOCIATED BIN	ACTION	
CAYCE, EDGAR	CIVILIAN-APF	1036969730	12/16/2010	61065	N4		Modify	Delete
SWIFT, ROB	CIVILIAN-APF	1231439958	12/16/2010	61065	N4		Modify	Delete
WEYMOUTH, TINA	CONTRACTOR	1255478423	12/3/2010	00245	N00		Modify	Delete
BRANHAM, MICHAEL	CIVILIAN-APF	1255478423	12/3/2010	68436	N00		Modify	Delete
ADD NEW ENTRY								

The associated employee no longer appears in your listing.

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